

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0134

ISSUE DATE: October 11, 2013

TITLE: Principal Clerk

CLOSING DATE: October 25, 2013

DIVISION/UNIT: Codes and Standards / Bureau of Homeowner Protection /
Planned Real Estate Development Unit

LOCATION: DCA Building, 101 S Broad Street, 3rd Floor, Trenton

POSITION(S): 1

SALARY RANGE: (R11) \$32,599.79 – \$45,494.72

DISTRIBUTION: Department

DESCRIPTION OF MAJOR DUTIES:

Under direction of a supervisor in the Bureau of Homeowner Protection, Planned Real Estate Development Unit performs varied clerical work, predominantly complex in nature, requiring knowledge of department laws, regulations, policies, and procedures, and frequent exercise of independent judgment; does other related duties as required.

REQUIREMENTS

EXPERIENCE:

Two (2) years of experience in clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of general experience indicated above. Course work must include keyboarding skills, methods, and procedures, and other courses may include office procedures, word processing, and business English.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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| <input checked="" type="checkbox"/> | A promotable eligible exist within the unit scope. |
| <input type="checkbox"/> | A promotional or open competitive list exists. |
| <input type="checkbox"/> | Depending upon the qualifications of applicants, appointment may be made at a lower level. |

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0134
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer